

# ADMINISTRATIVE ASSISTANT REPORT

September 2013

09/23/2013

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## 1. FINANCIALS:

- a. As per the 08/27/2013 TB meeting, the \$2,000 in budget transfer (funds from the General Fund to be placed into the Designated Funds) and the various transfers from the Designated Funds into the General Fund included in 2013 Budget were NOT done and are NOT reflected in the August Budget reports.
- b. 2014 Budget worksheets have been prepared handed out to the department heads/committees, along with supporting documentation, benefit information, designated funds accounting, etc. The 2014 WRS rates have been determined. I haven't been able to provide the Dept. Heads with accurate costs for the 2014 Health Plans. Just a reminder, all departments are turn in their completed budget sheets by Monday, September 30<sup>th</sup>, and Pete plans to meet with the department heads the following week.
- c. More legislation seems to have been passed on levy limits: the levy increase will be limited to the Town's new construction growth factor. Also, if additional revenues are enacted, some may be required to reduce down the allowable levy limit. More to come as I can research it. The procedure appears to remain the same for any increases over the allowable levy amount.
- d. I plan to be finished with the billing of Cty H for 01/01/13-06/30/13. Parking ticket letters & most misc. billings have been sent out. Griggs Approach Ramp project WI Costal Management Grant reimbursement request has been sent to Keith for his ok to send.
- e. Ted is gathering his figures for the MRF's 2014 Annual Recycling Unit Grant application. We'll be compiling the figures and submit it to the WI DNR by the Oct. 1<sup>st</sup>, 2013 deadline. This grant application reflects what budgetary expenses and revenues will be for recycling in 2014. A reporting of the actual revenues and expenses for the previous year is due in April of each year.
- f. The DRAFT Management Discussion & Analysis report will be available for your review. This is a summary of the audit for the year ending 12/31/2012. I'll be sending Maitland, Singler & Van Vlack a letter asking them for an audit proposal for the year ending 12/31/2013.
- g. The Town's current accounting software company is close to having the new program ready to go. I have sent them my condensed file, but haven't received word to start using it in the trial process. They expect this to take place before the end of November.
- h. Wisconsin Retirement System (WRS): Many changes have taken place over the years, and are continuing to take place. This ties in with the Personnel Policy work that is being done.
  1. WRS has changed their enrollment requirements – they have increased the number of hours to be worked, as well as added the stipulation that they will be employed for at least 12 month. When doing any hiring, or re-hiring, the department heads and the Town Board will need to be very clear on the start and end times for an employee, is it a temporary or seasonal job, whether they are being laid off, or their employment has ended, and exactly how many hours the employee is expected to work for what length of time.
  2. This WRS change may also affect the Town's Personnel Policy offering of Health Insurance. Currently, the PP states that any employee who is placed on WRS due to 600 hrs or more, is offered health insurance and the amount paid by the Town is dependent on the number of hours the employee will be working.

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- i. Health Insurance: I've received the 2014 health insurance rates (most plans went up 1-11%) from the Department of Employee Trust Funds (DETF), but haven't received the grid which calculates the maximum and minimum contribution rates, nor have I received the actual health insurance decision booklets. They are expected to arrive by the end of next week. Once they do, all the information, rates & application/change forms must be given to all the employees currently eligible for enrollment with the Town's health insurance coverage. Employees will then have until Friday, November 1<sup>st</sup> to formalize any decisions for their 2014 health insurance.
  1. I have been compiling information from WTA, The League of Wisconsin Municipalities, the DETF and the IRS/US Department of Labor regarding the new Affordable Care Act (ACA):
    1. The Town must provide a notice to all employees, whether on the Town's insurance plan or not, by October 1<sup>st</sup>, informing them of certain elements of the Act, etc.
    2. Calculations have to be made with regards to each full-time employees' gross income verses the cost of the Town's health insurance to determine if offered coverage is affordable or not.
    3. Tom Banner has taken my files and offered to summarize this information for me, as well as for the Town Board and all employees. All of this information will be provided to the Town Board as an addendum to this report.

## 2. MISCELLANEOUS:

- a. I have ordered the WTA & UW-Extension materials from their fall conference. When it arrives, I'll put it in a binder on the Town Board desk. Please see attached new WisLine opportunities. If you are interested in attending upcoming conferences, please let me know.
  1. The WRS is offering a local government one day training this November. I plan on attending, but it's located in Eau Claire, which means almost two days out of the office.
- b. Raffle – appears to have gone well. Vouchers for the winners will be submitted at the TB meeting. Nothing has been received yet from the 2<sup>nd</sup> place winner(s), but I understand the paperwork should be arriving from them shortly.
  1. After the 2011 raffle and audit, we've put together a binder with raffle information, documents needed, and a preliminary step by step checklist for the raffles in the future.
- c. Micaela seems to be stepping very well into the Clerk position and learning the necessity of paper trails and documentation that may be needed "down the road".
- d. The files with Certificates of Insurance and W-9 from vendors & sub-contractors have been organized and put into a spreadsheet for all departments to have access to when they begin a process to hire a sub-contractor or vendor. Currently the W-9 files are used strictly for IRS/WI DOR reporting requirements at year end and the Certificates of Insurance files are provided only for informational purposes to the Town's Worker's Compensation Carrier during the annual Work Comp audit regarding the Town's use of sub-contractors.

Respectfully submitted,

Barb Nelson, Administrative Assistant